

**Institution: Vanderbilt University Medical Center**

**Department: Center in Molecular Toxicology and the Vanderbilt Institute for Clinical and Translational Sciences**

**Position: Integrative Health Sciences Facility Core Research Program Coordinator**

**Job duties:** Successful candidates must have a doctoral degree, preferably one in biomedical science or an M.D. Candidates must have substantial research experience, preferably in environmental sciences, as well as research project coordination experience (i.e., research design and project organization, collaboration, basic analytic skills, and program development, etc.), manuscript and grant writing experience. Excellent organizational, communication, and people skills are essential. This is an ideal position for someone who may desire to transition from being a PI to a non-tenure track position, with the opportunity to lead and facilitate new research directions and opportunities for funding in the environmental sciences. Significant infrastructure resources exist to develop novel integrative and translational research programs with world-renowned scientists.

**Responsibilities:**

- Serve as central resource for the Center in Molecular Toxicology research community to provide expertise in assigned translational research programs via the Integrative Health Sciences Facility Core, which is designed to facilitate the translation of basic research findings into clinical or public health applications
- Expand existing research projects and foster new interdisciplinary activities focusing on environmental health problems
- Facilitate development of multi-PI projects, preliminary data development, retreat organization, grant and manuscript writing and editing
- Create, edit, and update information on various websites
- Develop online links and organize meetings and relay of information for translational research teams
- Assist programmers with the development of an infrastructure
- Lead dissemination of preliminary data and grant development
- Develop and present comprehensive narrative of preliminary data, grant development, and guidelines and timelines for multi-PI projects
- Manage communications efforts of the assigned program(s)
- Manage and disseminate information about the program to relevant audiences internally and externally
- Develop and maintain both public and private (Intranet) web sites for projects
- Manage feedback on process and results
- Provide budgetary management for projects and grant development